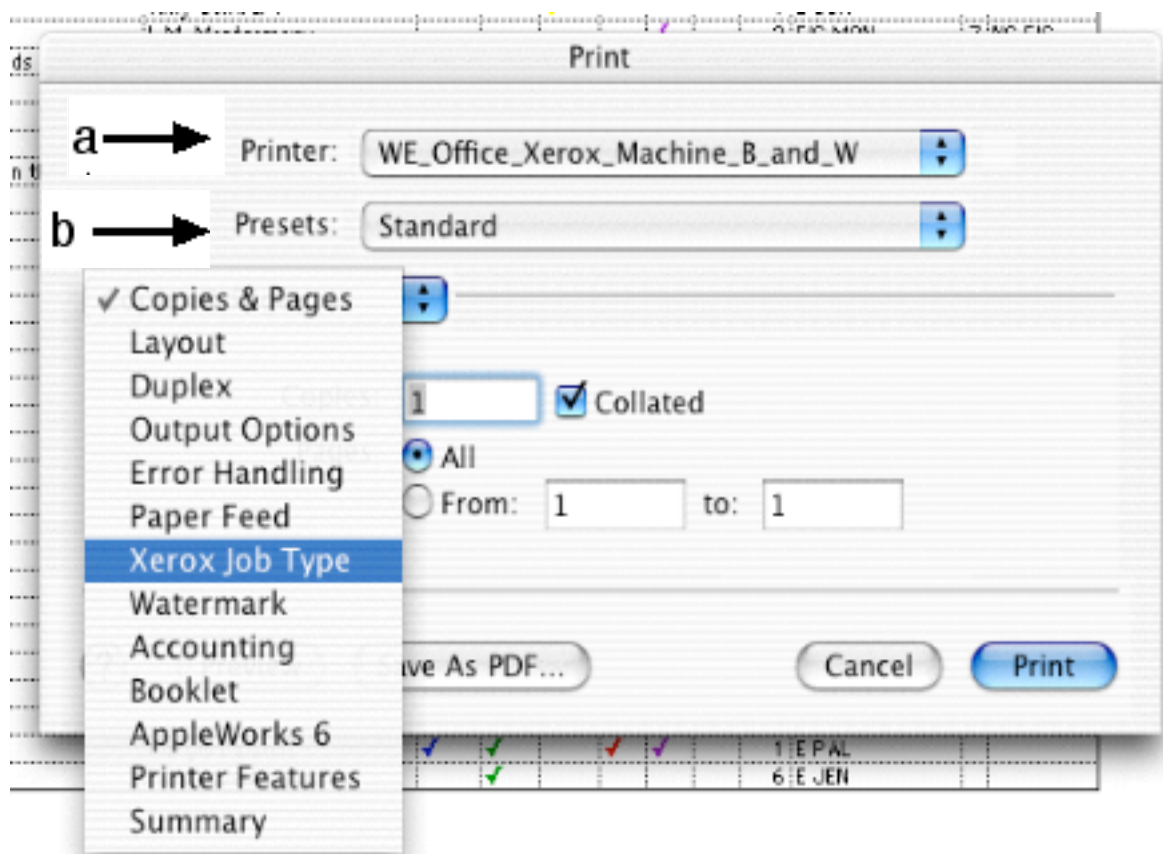


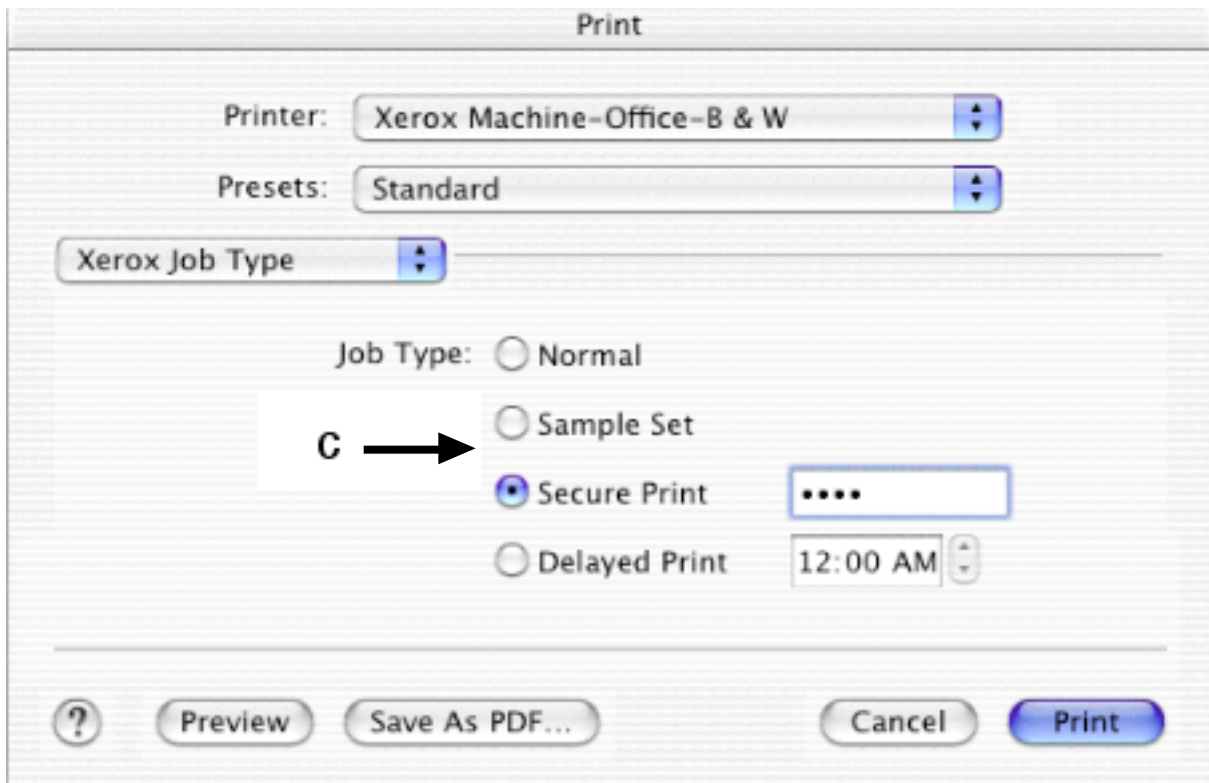
Secure Printing to the Xerox Machine

1. Be sure to title and save your job. Click “File” then click “Print.” Indicate your number of copies.
2. Where it says “Printer” (see below Ex. “a”) select WE_Office_Xerox_Machine_B_and_W or WE_Teacher’s_Lounge_Xerox_Machine_B_and_W (depending on which machine you are using).



3. Click and hold down on “Copies & Pages.” (see Example “b” above) Then select “Xerox Job Type.”

4. Click in the circle that says “Secure Print” (see below Example “c”), then type in a **NUMBER** that you will remember. You will type this **NUMBER** in at the Xerox Machine to release your job.



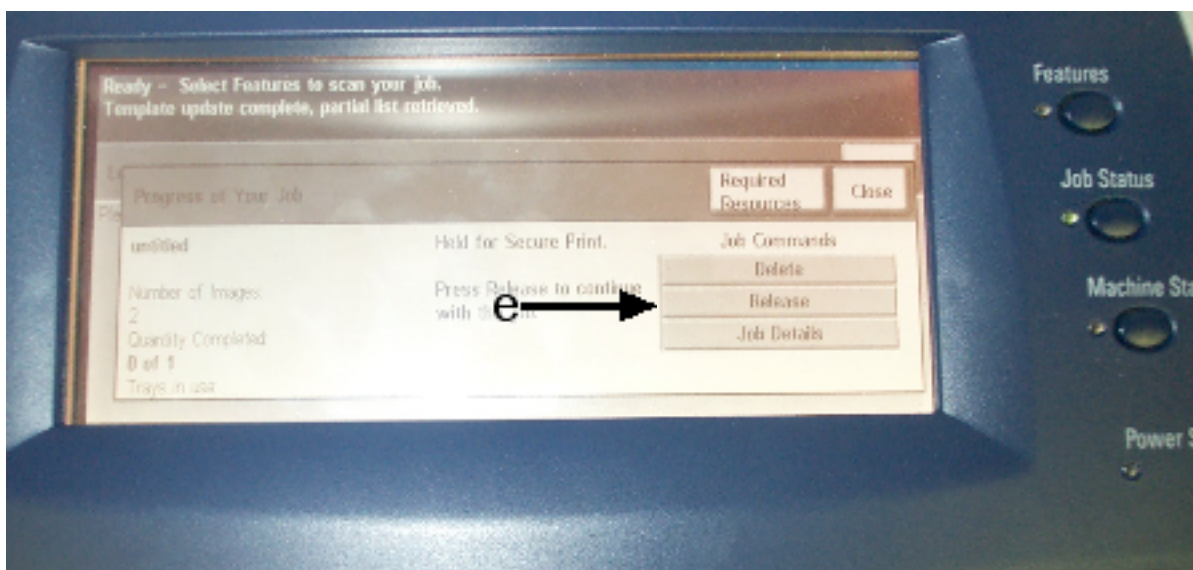
5. Walk to the Xerox Machine you selected. On the Xerox Machine choose “Job Status” (see below Example “d”).



6. Your job will be listed by its Title, with a Status of “Held: Secure Print.” Select your job by touching it on the screen.



7. A new window appears. Select “Release” (see below Example “e”).



8. Type in your NUMBER, the number you input in the print window in Step 4 and select “Enter.” Your job will automatically print.



9. Clear the Secure Print window by pressing the “Features” button on the Xerox Machine.